

STATE EMERGENCY RESPONSE COMMISSION

State Emergency Response Commission Meeting Minutes December 10, 2003

John Blevins – DNREC
Glenn Gillespie – DEMA
Dr. Gerald Llewellyn – Div. of Public Health
Ralph Baker – Shipper of HazMat
Pam Meitner – HazMat Consumer
James Lee – Consignee of HazMat
Steven Scruggs – Rail Transportation
John Peirce – Water Transportation
Al Johnson – Air Transportation
Representative Bruce C. Ennis – DVFA
Michael G. Chionchio – State Fire Marshal
Lynn Bullock – Sussex County LEPC
George Giles – Wilmington LEPC
J. Allen Metheny, Sr. – Kent County LEPC
Bill McCracken – New Castle County LEPC
Mark Collender – State Police Superintendent

Robert Pritchett – DNREC/EPCRA
Jim Kenney – NCC LEPC
Bob Barrish – DNREC
Edw. Gerhard – USEPA
Joseph Leonetti – EFC
William Matthews – SCEMS
David Mick – KCDPS
Dave Roberts – NCC 911
James L. Cabbage, Jr. – DVFA
S. Red Flega – WOEM
Arthur Paul – DEMA
Rosemary Marlowe – DEMA

The December 10, 2003 meeting of the State Emergency Response Commission was called to order at 9:08 a.m. by Vice Chair John Blevins who chaired the meeting in the absence of Secretary James Ford. Attendees introduced themselves and were welcomed to meeting. The October 8, 2003 meeting minutes were approved as written following a motion made by Mr. J. Allen Metheny, Sr., and seconded by Mr. John Peirce.

Committee Reports

Finance and Budget – Mr. Robert Pritchett

Summary of SERC Finances as of 12/3/2003 (for accounts at DNREC):

SERC Fee Holding Account:

Carryover from 2002 calendar year	+ \$ 237,984
Fees collected thus far during 2003	+ \$ 273,940 (a)
Reimbursements for reporting errors in 2003	- \$ 4,820 (a)
Interest received thus far during 2003 (first 10 months)	+ \$ 4,933 (b)
Establishment of account for Decon trailer maintenance	- \$ 5,000 (c)
Annual disbursements to LEPCs approved in June 2003	- \$ 244,101
Transfer to Decon trailer equip and maintenance fund	- \$ 10,000 (c)
Establishment of Decon trailer replacement account	- \$ 28,000

Balance as of 12/3/2003	\$ 224,936

Notes:

- (a) Net fees collected in 2003 equal \$269,120. (Net fees collected in 2002 totaled \$292,253.)
- (b) Some additional interest will continue to accumulate. (Total interest accumulated in 2002 was \$9,417.)
- (c) Establishment of account at DEMA for Decon trailer maintenance was approved at February 2003 SERC meeting. Fund was expanded to cover replacement of equipment and supplies for Decon trailers at June 2003 SERC meeting, and account was renamed to Decon trailer equipment and maintenance fund.

Decon Trailer Replacement Account:

Initial deposit approved in June 2003	+ \$ 28,000
Interest received thus far during 2003 (Sept. and Oct.)	+ \$ 107

Balance as of 12/3/2003	\$ 28,107

The question was asked if the Decon trailer equipment and maintenance fund was held in an interest-bearing account. Mr. Arthur Paul said he would ask the Fiscal Section. (The fund is not in an interest-bearing account.)

HMEP Grant Review – Mr. Arthur Paul

Mr. Paul referred attendees to the HMEP Budget Status memorandum dated December 9, 2003, a copy of which is included in the SERC agenda package. The HMEP Planning and Training Grants are funded by the U.S. DOT. The FY 2003 monies had to be obligated by September 30 and liquidated by December 31, 2003. Mr. David Hake is the grant administrator. *This budget status update is provided to the SERC for information purposes only.*

There is a pending item under training designated as NCC LEPC Christiana Fire Company Training HazMat Maryland for \$521. The fire company is Claymont, not Christiana. Correction will be made to the memorandum.

Information and Technology (IT) – Mr. Lynn Bullock

The Information and Technology Committee met on November 4, 2003. Mr. Bullock indicated that Mr. Robert Pritchett will report under old business regarding Emergency Coordinator Notification Procedures and under new business regarding the Tier II Manager System.

Planning and Training – Mr. Arthur Paul

The Committee did not meet because of the Thanksgiving holiday. The DENS briefing will follow new business items on the agenda.

Decon Trailer – Mr. J. Allen Metheny, Sr.

The Decon Trailer User's Group met on December 3, 2003 at the Kent County Public Safety Building. Highlights of the meeting follow:

All three Decon teams continue to work on the purchase of equipment with the funds approved by SERC to complete the Standard Equipment List purchases.

We are continuing on the work of drafting a Statewide Decon Trailer User's Group "Standard Operating Guidelines" (SOG). Progress is slow on this project due to the many other projects we are involved with.

A total of \$400,000 has been approved for the purchase of three tow vehicles for the Decon trailers. We are working on finalizing a set of specifications for the purchase of the vehicles. The State has advised us that the bidding process will take from four to six months after the specifications are approved by the Division of Purchasing. Therefore, we are looking at mid-summer before we see the vehicles.

Since the last meeting, the teams have:

- Responded to ten emergency incidents
- Conducted five training classes or drills
- Completed seven public appearances/community outreach events.

Another volunteer class was completed in Kent County.

In addition to the tow vehicles, the Decon teams received \$530,249 for detection, communications, personal protection gear, three trailers, and other miscellaneous equipment from the WMD program. As with the vehicles, we are working to get this equipment ordered as soon as possible.

Since the last meeting, Decon 1 (New Castle) has developed some 12/110 volt electrical problems. These have been repaired.

The team has developed a tentative list of equipment and service requests for FY '04 WMD funds. The request include upgrades to our air systems, a "new generation" chemical and biological detector, a team member ID system, funds for maintenance contracts and calibration costs of WMD equipment, and overtime for back filling positions to cover training.

Funding (Ad Hoc Committee) – Ms. Pam Meitner

This committee has had one meeting and two teleconference calls. We have reviewed beginning income and expenditures from SERC budgets. We requested five-year projections from the LEPCs and have reviewed the Delaware statutory requirements. We also reviewed the funding of surrounding states. We are looking into other sources of funding for some SERC activities. We will try to have a recommendation for this Commission at the first or second meeting in 2004.

LEPC Reports

New Castle County – Mr. Bill McCracken

- Meeting Notes – The meeting was hosted by DEMA on November 10, 2003. Director Turner and Arthur Paul welcomed the group to DEMA. Chair David Ennis introduced special guest Representative Pam Thornburg, who is the chair of the House of Representatives Homeland Security Committee. She is endeavoring to learn about emergency response measures that are in place so reinventing the wheel can be avoided.

Bob Pritchett gave an excellent presentation about the Intelligent Decision Systems, Inc. (IDSI) which the Information Technology (IT) committee of the SERC is reviewing as a replacement for CAMEOfm.

Jim Kenney reviewed the Incident Command System (ICS) training held for Claymont Fire Company on Oct 11, 2003. Training was well received and it was suggested that making this available to all fire companies would be very desirable.

NCC LEPC sponsored a presentation at the Brandywine Fire Company that dealt with Fluorosulfonic Acid. They will be storing full railroad cars in the Edgemoor yard until approximately March 2004. Personnel from Wilmington, Brandywine, Claymont and Minquedale were in attendance.

The 2003 planning dinner for the NCC IHMRA was held at the Elsmere Fire Company on November 12, 2003. The training accomplished in 2003 was reviewed and several ideas for training in 2004 were expressed. Dignitaries in attendance were Representative David Ennis and Director Jamie Turner.

Arthur Paul reviewed the status of the Delaware Emergency Notification System (DENS).

Al Stein gave an excellent presentation about Placards and Labels.

- Facility Visits – The on-site assessment program is continuing. We are finding a higher level of planning in several sites visited compared to the previous cycle.
- HazMat Plan Status – The New Castle County Hazardous Substances Response Plan has been reviewed and revised to bring it in conformance with the SERT plan and new reporting requirements. It is now in for typing and we are anticipating it will be published 1st quarter of 2004.
- Exercise Status – Incident Command System (ICS) training held for Claymont Fire Department on October 11, 2003. Several practical exercises were held as part of the training.
- HazMat Incidents – There have been no major HazMat incidents since last report.

City of Wilmington – Mr. George Giles

- Meeting Notes – The last meeting of the Wilmington Local Emergency Planning Committee was held on November 14, 2003 at the Public Safety Building at 10:00 a.m. in the multi purpose room. We are continuing our work with the citywide siren system, 13 through out city. Sirens can go off one at a time or the whole city at a time. 30,000 Emergency Preparedness booklets were delivered by the Police and Fire Departments to the city residents. Books in Spanish were delivered to the Spanish Community Centers and groups. The anti-Terrorism committee continues its work. We are in the process of delivering Special Needs Cards to residents. Special needs cards will be distributed to Meals on Wheels to be given to residents. This information will be stored in a data base with the dispatch center.

Reviewing list on sites with reportable substance and flagging in CAD dispatch.

Sent 4 members to the EPA conference in Virginia

WFD conducted Hazmat refresher training.

Will be training on HazMat metering devices.

In conjunction with NCC the Wilmington Fire Department there will be training on the Hazardous Materials in railcars for the 1st. responders, since they are being stored in Wilmington

- Facility Visits – The Wilmington LEPC and the DelEasi Group continue to work on this venture. In the process of reviewing forms. The group will start process in the Fall and will include 1st Responders. Questioners will be changed and adapted to the City facilities.
- HazMat Plan Status – Not reported.
- Exercise Status – In conjunction with Delaware Transit Corporation we are in the process of planning a drill involving Local and State Catastrophic Plans. It will also include evacuating a school and transporting students.

Working with INP Drill date changes because of weather.

Drill at Noramco was a success. The DENS system was used to notify surrounding residents of the drill.

- HazMat Incidents – Two events since last report.
- Comments – CHER CAP The Hazardous Material Section of the plan has been reviewed. Several identified needs have been noted and will be acted upon such as binoculars for the 1st. responders. Reviewing FEMA assessment of response plan. In final stages, we will have a meeting to see what we can improve on and purchase equipment per grant.

Kent County – Mr. J. Allen Metheny Sr.

- Meeting Notes – Regular meeting held on November 12, 2003 with sixteen members present. Provided updates to the members on the following topics: Decon III Operations, Tier II reporting and fee collections, Budget Issues and DENS.

The long-term planning committee continues to plan for the future. Presented information on the Citizen's Corp program. The Kent LEPC may assist with citizen's corp projects as long as they fit into the scope and mission of the LEPC. No additional information provided. Six employees from the Public Safety Department will attend the EPA Spills Conference.

Robert Pritchett, DNREC, reported on the Tier II Manager Systems that will be considered for purchase to replace the current CAMEO system. Many advantages and few disadvantages were presented for the LEPC review.

The next LEPC meeting will be on January 13, 2004 at 10 a.m.

- Facility Visits – DeEASI continues the EHS facility inspections in central Kent County.
- HazMat Plan Status – Approved by SERC.
- Exercise Status – A the tabletop exercise was held on July 31 at Dow-Reichhold. On October 17th Dow Reichhold and Cheswold Fire Company held a limited drill. Planning continues for a full drill in the spring of 2004.
- HazMat Incidents – Two responses since the last report. Decon 3 responded to a leak of liquid latex from a transport vehicle and to some reported drums leaking an unknown substance. No personnel were decontaminated.

Sussex County – Mr. Lynn Bullock

- Meeting Notes – Not reported.
- Facility Visits – Not reported.
- HazMat Plan Status – Not reported.
- Exercise Status – Not reported.
- HazMat Incidents – None reported.

Old Business

1. SERC Membership Vacancies - Mr. Arthur Paul

Mike LePore is no longer with the Delaware Motor Transport Association. Therefore we have one membership vacancy. There are currently twenty members. If anyone has a suggestion as to someone to assume the highway role, please let Mr. Paul know.

2. Emergency Coordinator Notification Procedures - Mr. Robert Pritchett

Notification to DNREC is considered notification to SERC. The central phone number has been established. There was a press release working on explanatory information for the required reporting procedures to facilities. When complete, it will be distributed to the facilities.

3. House Bill 437 and 520 – Mr. Arthur Paul

The meeting to discuss the differences between these bills is still pending.

4. SERC Annual Report – Mr. Arthur Paul

A draft of the 2003 Annual Report was distributed to the membership. Please provide any changes to Mr. Paul. It is important that the LEPCs double check the membership lists. Remember that the information should be accurate as of June 30, 2003.

A motion was made by Mr. George Giles with a second by Mr. J. Allen Metheny, Sr., to approve the 2003 SERC Annual Report contingent upon the changes provided by the SERC members. Motion passed.

New Business

1. Change Meeting Frequency – A change in meeting frequency requires an amendment to the by-laws, which requires an affirmative vote of a three-fourths majority of the entire membership (Article XI). Mr. Bill McCracken read a letter from Representative David Ennis recommending that meetings continue to be held bi-monthly. Vice Chair John Blevins advised that the Chair could call a special meeting between scheduled meetings, when necessary. That provision would remain in the bylaws.

Representative Bruce Ennis made the motion to change regular meeting frequency from bimonthly to quarterly and to amend the bylaws. The SERC currently has twenty members assigned and approval would require 15 affirmative votes. The result of the vote was: 14 affirmative, 1 against, and 1 abstention. The membership continued discussion and the abstention was withdrawn and an affirmative vote given. The motion passed with the approval of three-fourths majority of the Commission members as required.

Therefore, Article VII, Section 1 of the bylaws will be changed to read (changes are highlighted):

Section 1. Regular Meetings. The SERC shall meet **quarterly** for regular meetings. Meeting dates shall be established as follows or at the call of the Chair:

- (1) Second Wednesday of March
- (2) Second Wednesday of June
- (3) Second Wednesday of September
- (4) Second Wednesday of December

The meeting schedule for 2004 will be March 10, June 9, September 8, and December 8.

2. Proposed Reorganization of Emergency Functions in the Division of Air and Waste Management – Vice Chair John Blevins advised that there is under consideration a reorganization of the emergency functions by the Air and Waste Management Division. This change must still go through budget reviews. This action will be reported at the next SERC meeting if approved as part of the budget process.

3. Purchase of Tier II Manager System – Mr. Robert Pritchett referred attendees to the Proposed change from CAMEOfm to Tier II Manager report, a copy of which is included in the SERC agenda package. The Tier II Manager system has not been reviewed by DTI and DTI must approve the system prior to acquisition. Mr. Pritchett was asked to review Tier II with DTI. Possibilities of other funding sources need to be explored. Mr. Lynn Bullock made the motion that SERC support funding of the Tier II Manager system with the exception that if alternative funding can be found through HMEP grant monies or DNREC monies those other monies will be applied toward Tier II funding. Mr. Metheny provided the second. Motion passed. Funding options will be discussed at the March 2004 meeting. Mr. Arthur Paul will draft a letter to request penalty fund money and HMEP grant option.

4. Delaware Emergency Notification System (DENS) Update – Copies of the DENS Users Guide and Brochure were distributed and reviewed. Mr. Paul briefed that initial testing for DENS was completed at the end of September. Minor problems were noted with the commercial telephone numbers used to geocode the system maps. The biggest limitation is no access to listed numbers. A contract is currently being coordinated with Verizon to provide an extract of the E911 database. The extract will allow improve geocoding and include unlisted numbers. The contract should be completed by years end. The Memorandum of Understanding (MOU) for Sussex County is still being coordinated and terms of the New Castle County MOU continue to be discussed. The Division of Public Health is funding the system for the first two years, including cost of advertising and the Verizon E911 database. We are working on Virtual Private Network (VPN) connections to give E911 centers the ability to activate the system locally. During testing, caller IDs identified the source of the call as Louisiana. The name of the caller will be changed to “FirstCall” and this information will be included in the DENS Brochure.

Closing Comments

- Vice Chair Blevins advised that DNREC is holding a series of workshops regarding above-ground storage tanks---December 10 in Georgetown, December 11 in Kent County and during the week of December 14 in New Castle County.

The SERC meeting adjourned at approximately 10:36 a.m. The next meeting will be on Wednesday, March 10, 2004.